



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF ADMINISTRATIVE SERVICES**

1515 West Seventh Street, Suite 700  
Post Office Box 2485  
Little Rock, Arkansas 72203-2485  
Phone: (501) 324-9057  
Fax: (501) 324-9070  
<http://www.state.ar.us/dfa>

**MEMORANDUM**

TO: DFA Administrators and Personnel Contacts

FROM: Janis Harrison  
OAS Administrator

DATE: October 15, 2003

SUBJECT: Personnel Action Deadlines

---

Please refer to the memorandum from me, dated August 15, 2003, regarding the schedule for submitting personnel documents. In that memo, the first Monday of each pay period was established as the deadline for documents that would be effective in that pay period. Since that is the latest these transactions can be received, I suggest that you might want to have a goal of sending your documents to us even earlier. That will allow some grace time in case there are any out-of-the-ordinary problems. Special Entry Rates (SER's) are definitely in this category as they take additional time for review by my staff and Tim Leathers, DFA Deputy Director; then review and processing by OPM. I recommend submitting SER's to the DFA HR Section at least two (2) weeks prior to the effective date. The effective date of an SER is the date stated in the approval letter from OPM.

In addition, please make all personnel actions effective the first week of the pay period. In AASIS, the pay period runs from Sunday to Saturday so use the Sunday date as the first day of the pay period. By personnel actions I am referring to new and rehires, promotions (CLIP and competitive), changes in pay or position attributes, etc. Using the first Sunday of the pay period for actions allows for smoother integration with other AASIS modules and actions. The goal is to reduce, if not eliminate, payroll errors. Exceptions may be made to the schedule on a case-by-case basis where operational problems must be considered.

Should you have any questions regarding this memorandum or exception situations, please feel free to contact Jenette Manno, DFA HR Manager, at 324-9065. Your cooperation is greatly appreciated.